R2O Procedures

Table of Contents

Step 1 – Fill out an RFC

Summary

Request for Change form to be filled out that collects information about the process. This information allows for the process to be assigned to an account manager and for the process to be tracked by account managers, CCB, and management

Inputs

Information about process that user inputs into form

Outputs

Email that gets sent to configuration manager for approval and assignment to account manager.

Time Estimate

30 minutes for first process, 10 minutes for each additional process

Step 2 – Copy process to your local CF test account

Inputs

Your code on your workstation or cpc-ls-work1

Outputs

Your code on the CF in your test account

Time Estimate

Approximately 5-15 minutes, depending on whether or not your code is in Subversion

Step 3 – Map input/output directory structure into Compute Farm

Step 4 – Verify process meets CPC programming standards

Inputs

Your code

Outputs

Your code documented to CPC standards.

Time Estimate

Varies. However, if proper standards were followed when writing the code, then this step should take a minimal amount of time.

Step 5 – Test/Verify process and train backup person

Inputs

Your code, documented to CPC standards and the identification of process buddy with his/her approval to be it.

Outputs

Process buddy trained on process, familiar enough with the code to be comfortable to re-run and debug code if process owner is absent.

1. Create and test Makefile
2. Find and edit your RFC to fill out the second portion of the RFC form

Step 6 – Submit a Trac Ticket

Notify the account manager when you're ready to migrate the process into operations by submitting a Trac ticket on the ComputeFarm Trac page.